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<b>Course Title</b>	<b>Technological Applications to Financial Office Administration</b>				
<b>Course code</b>	<b>OFMA103</b>				
<b>Course type</b>	<b>Theoretical and practical</b>				
<b>Level</b>	<b>Diploma</b>				
<b>Year / Semester</b>	<b>1<sup>st</sup> Year / 2<sup>o</sup> Semester</b>				
<b>Teacher's name</b>	<b>Panayiota Ioannidou, Sophia Pratzioti</b>				
<b>ECTS</b>	10	<b>Lectures/ week</b>	4	<b>Laboratories / week</b>	3
<b>Course Purpose and Objectives</b>	<p>This course combines <b>accounting</b> with <b>spreadsheets</b> to give a comprehensive view of how these two functions can be combined and applied to promote effective office management. The overall objective of the course is to familiarise students with the use of spreadsheets and to be able to apply their knowledge of spreadsheets and accounting to the effective performance of their duties. Accounting aims to introduce students to the basic principles of general accounting in order to enable them to utilise such principles in their future work. The purpose of spreadsheets is introduce students to the capabilities and functions of spreadsheets, in order to be able to create spreadsheets and to also master other skills - including such as creating databases, tables, diagrams, calculations, etc. - which are considered essential in today's business landscape.</p>				
<b>Learning outcomes</b>	<p>Upon the completion of the course, students are expected to:</p> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• <b>Know</b> the basic principles of accounting</li> <li>• <b>Know</b> how to prepare Bank Reconciliation Statement, Control accounts, Income Statement, and Statement of Financial Position.</li> <li>• <b>Understand</b> advanced formatting options, including conditional formatting and custom formatting.</li> <li>• <b>Recognise</b> which functions to use and how to resolve errors.</li> <li>• <b>Identify</b> the correct chart to display a particular set of data</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• <b>Develop and format</b> graphs and charts, tables and other databases.</li> <li>• <b>Use</b> enhanced spreadsheet capabilities to produce better reports.</li> </ul>				

	<p><b>Competences :</b></p> <ul style="list-style-type: none"> <li>• <b>Apply</b> their accounting and spreadsheet knowledge to complete pre-defined tasks and solve simple problems with some guidance or supervision.</li> <li>• <b>Apply</b> the functions of spreadsheets so to be able to produce reports and do calculations.</li> </ul>		
<p><b>Prerequisites</b></p>	<p><b>ACCT110 Introduction to Financial Office Administration</b></p>	<p><b>Required</b></p>	
<p><b>Course Content</b></p>	<p><b>I: Accounting</b></p> <ul style="list-style-type: none"> <li>• <b>Bank transactions</b> <ul style="list-style-type: none"> <li>a) Methods of payment and receipt of money.</li> <li>b) The need for reconciliation statements and the preparation of a bank reconciliation statement.</li> <li>c) Updating the cash book and adjusting the balance: <ul style="list-style-type: none"> <li>- direct debits</li> <li>- bank charges</li> <li>- bank interest</li> <li>- correction of errors</li> <li>- standing orders</li> <li>- credit transfers</li> <li>- dishonored cheques</li> </ul> </li> <li>d) Updating the cash book balance</li> </ul> </li> <li>• <b>The purposes and preparation of control accounts</b> <ul style="list-style-type: none"> <li>a) The purpose of control accounts.</li> <li>b) Preparation of the trade receivables ledger control account, to include treatment of minority balances.</li> <li>c) Preparation of the trade payables ledger control account to include treatment of minority balances.</li> </ul> </li> <li>• <b>Preparing financial statements</b> <ul style="list-style-type: none"> <li>a) Preparation of a full, or an extract of, income statement (statement of profit or loss) for a sole trader from a given set of data.</li> <li>b) Preparation of a full, or an extract of, statement of financial position for a sole trader from a given set of data.</li> </ul> </li> </ul> <p><b>II: Spreadsheets</b></p> <p>3. Formatting</p> <ul style="list-style-type: none"> <li>○ Cells</li> <li>○ Numbers/Dates</li> </ul>		

	<ul style="list-style-type: none"> <li>○ Alignment/Border effects</li> <li>4. Managing           <ul style="list-style-type: none"> <li>○ Columns and rows</li> <li>○ Worksheets</li> </ul> </li> <li>5. Formulas and functions           <ul style="list-style-type: none"> <li>○ Using formulas and functions</li> </ul> </li> <li>6. Charts           <ul style="list-style-type: none"> <li>○ Creating charts</li> <li>○ Formatting charts</li> </ul> </li> <li>7. Analysis           <ul style="list-style-type: none"> <li>○ Using tables</li> <li>○ Sorting and filtering</li> </ul> </li> <li>8. Validating and auditing           <ul style="list-style-type: none"> <li>○ Validating</li> <li>○ Auditing</li> </ul> </li> <li>9. Enhancing productivity           <ul style="list-style-type: none"> <li>○ Naming cells</li> <li>○ Paste special</li> <li>○ Linking, embedding and importing</li> <li>○ Automation</li> </ul> </li> </ul>
<p><b>Teaching Methodology</b></p>	<p>The lesson includes lectures, software demonstrations combined with practical exercises in the lecture room and the computer lab with the active participation of students. Teaching is based on the combination of individual and group activities, depending on the learning outcomes.</p>
<p><b>Bibliography</b></p>	<p><b>Greek Bibliography</b></p> <ul style="list-style-type: none"> <li>• Καλαμαράς, Ν., Δ., και Καλαμαρά, Α. Ν. (2013). Γενική λογιστική: Θεωρία &amp; εφαρμογή. [<i>General Accounting: Theory &amp; practice</i>]. 3<sup>η</sup> Έκδοση. Εκδόσεις Αθ. Σταμούλης. ISBN: 9789603519218.</li> <li>• Λιάπης, Κ., Ι., και Φίλος, Γ. Λ. (2017). <i>Λογιστική και οικονομική των επιχειρήσεων : Accounting and Business Economics</i>. Μπένου Ε. ISBN 978-960-359-135-1.</li> <li>• Προδρομή, Α., και Ηλία, Μ. (2016). <i>ECDL: Υπολογιστικά Φύλλα / Spreadsheets</i>. Cyprus Computer Society. ISBN: 978-9963-2079-1-6</li> <li>• Καρολίδης, Δ., και Ξαρχάκος, Κ. (2020). <i>Microsoft EXCEL 2019 : Θεωρία Συναρτήσεις Προγραμματισμός με VBA Εφαρμογές. [ Microsoft EXCEL 2019: Theory Functions Programming with VBA Applications]</i> Άβακας. ISBN: 978-960-6789-26-7.</li> </ul>

	<ul style="list-style-type: none"> <li>Χρήστου, Χ. (2018). <i>Το ολοκληρωμένο βιβλίο διδασκαλίας ECDL: The complete teaching coursebook/Word processing &amp; Spreadsheets</i>. Volume II. EduCYBER CC Co Ltd. ISBN: 9789925746613.</li> </ul> <p><b>English Bibliography</b></p> <ul style="list-style-type: none"> <li>Astbury, S. (2016). <i>LCCI Bookkeeping and Accounting</i>. Volume I. Pearson. ISBN: 9781784476649</li> <li>Robinson, S. (2016). <i>LCCI Bookkeeping</i>. Volume I. Pearson. ISBN: 9781784476632</li> <li>Williams, J. R., Haka, S. F., et al (2015). <i>Financial &amp; managerial accounting: The basis for business decisions</i>. 17<sup>th</sup> Edition. McGraw Hill Education. ISBN: 9781259255830.</li> <li>Hannigan, S. (2016). <i>LCCI Accounting. Volume III</i>. Pearson. ISBN: 9781784491307</li> <li>Alexander, M., and Kusleika, D. (2019). <i>Microsoft Excel 2019 BIBLE: The Comprehensive Tutorial Resource</i>. John Wiley &amp; Sons, Inc. ISBN: 978-1-119-51478-7.</li> <li>Χρήστου, Χ. (2018). <i>Το ολοκληρωμένο βιβλίο διδασκαλίας ECDL: The complete teaching coursebook/Word processing &amp; Spreadsheets</i>. Volume II. EduCYBER CC Co Ltd. ISBN: 9789925746613.</li> </ul>
<b>Assessment</b>	<ul style="list-style-type: none"> <li>Attendance and participation: 10%</li> <li>Written exercises for the teaching aspect “Accounting” 10%</li> <li>Practical exercises for the teaching aspect “Spreadsheets” 10%</li> <li>Final written examination for the teaching aspect “Accounting” 35%</li> <li>Final practical examination for the teaching aspect “Spreadsheets” 35%</li> </ul>
<b>Language</b>	Greek or English